

FY 2004 OTRR Evaluation Report Guidance¹
Date Prepared

Submitted by: _____ **<signature²**
Name and Title:

Project Number and Title:
Software Name(s):

Principal Investigator:

OTRR Test Participants and Code Users Consulted:³

Name and Title	Organization and Position	Commercial Phone Number and E-mail Address

Technical Metrics Test Summary:⁴

¹ This is the evaluation report prepared by the **CTA/Portfolio Leader**.

² Sign a hard copy of this report and mail it to the SAS PM. The address is in the OTRR Guidance.

³ List any users of the software who participated in the test event or provided feedback concerning the software's suitability in meeting their requirements. If this list is extensive, include it as an attachment to the report.

⁴ Discuss your take on the OTRR test report.

OTRR Overview ⁵		
Purpose	How	CTA/Portfolio Leader's Evaluation Comments
Ensure DoD relevance.	Examine the test plan against the project's approved CTPs. Ensure systems and cases/data planned for testing actually test the CTPs. Refine test plan and cases/data as necessary. Obtain approval for the revisions from the SAS PM.	Provide comments about the validity of the test plan and cases/scenarios.
		Comments:
Ensure DoD relevance.	Perform a mission impact analysis of the software's tested functionality and shortfalls.	Provide the analysis ; cite sources as a basis of or to support the analysis. Also respond to the question : "Does the software have the DoD impact described in the original proposal?"
		Comments:
Determine the performance of the code.	Test the code against the IOT&E-level CTPs. Evaluate the code's readiness for release to operational user community.	Provide comments about the test's conduct and results . Describe the maturity of the code and whether or not it is ready for operational release.
		Comments:

⁵ See grey areas for instructions on the expected content of your comments.

OTRR Overview ⁵		
Purpose	How	CTA/Portfolio Leader's Evaluation Comments
Obtain user feedback about the usefulness of the code.	Obtain extensive user feedback concerning requirements vis-à-vis the code's performance. Obtain user feedback concerning the code's documentation and informational materials. Propose modifications to manuals and instructional materials as appropriate.	From your own discussions with users, provide your appraisal of the code's value in meeting user requirements and the suitability of its documentation . Specify any additional work that must be done in this regard.
		Comments:
Identify and ameliorate risks of the project.	Review PMI performance. Document lessons learned.	Comment upon your review of the project's overall management and technical performance . Specify any remedial actions that must be done in this regard. (Specific PMI performance will be discussed later in this report.)
		Comments:

Project Management Indicators (PMIs):⁶

PMI	Project Principal Investigator	CTA/Portfolio Leader's Evaluation
1-1	<ul style="list-style-type: none"> - Prepares, reviews, updates, and refines project documentation in accordance with guidelines and lessons learned. - Maintains document version control to ensure all changes are tracked and justified. 	

⁶ Refer to Appendix A, Table 3, for a complete description of the indicators. Under *CTA/Portfolio Leader's Evaluation*, relate the results of your examination of the PMI and any strengths or deficiencies noted.

PMI	Project Principal Investigator	CTA/Portfolio Leader's Evaluation
1-2	<ul style="list-style-type: none"> - Prepares, reviews, updates, and refines the SDP in accordance with guidelines and lessons learned. - Ensures the development team is fully aware of and consults the SDP. - Uses the SDP as a working document and frequently reviews it with team members for compliance, planning, and recommended refinements. 	
1-3	<ul style="list-style-type: none"> - Complies with <i>(technical and financial)</i> reporting requirements. 	
1-4	<ul style="list-style-type: none"> - Manages team performance and communication. - Reviews, refines and updates the WBS when reviewing the SDP. 	
1-5	<ul style="list-style-type: none"> - Monitors development team progress and takes remedial action as necessary. - Ensures compliance with SDP and associated contracts. - Provides progress and remediation reports to the CTA/Portfolio Leader as required. 	
2-1	<ul style="list-style-type: none"> - Solicits (user) requirements and input as appropriate. - Provides timely feedback. 	
2-2	<ul style="list-style-type: none"> - Manages error identification, fix and testing procedures and oversees compliance. - Establishes systematic procedures to keep the team and users aware of same. 	
2-3	<ul style="list-style-type: none"> - Establishes regular meetings with the development team to review requirements, schedules and progress and to identify problems. - Regularly briefs CTA/Portfolio Leader and management chain. 	

PMI	Project Principal Investigator	CTA/Portfolio Leader's Evaluation
3-1	<ul style="list-style-type: none"> - Prepares, refines, and updates manuals. - Develops, publishes, and keeps current a lessons learned repository. - Solicits and incorporates recommended changes and improvements. - Provides authorized users with necessary documentation and scripts as well as appropriate portions of the lessons learned repository. 	
3-2	<ul style="list-style-type: none"> - Prepares, refines, updates, and promulgates user information and training materials. - Obtains feedback from the user community concerning the assistance/ information provided. 	
3-3	<ul style="list-style-type: none"> - Works with supervisor, local security personnel, and the CTA/Portfolio Leader to determine and enforce export control and security restrictions early development process and validates such restrictions as the software capability develops and export control and security guidance changes. - Ensures hosting shared resource center systems administration staff are aware of restrictions to the code and affiliated data. 	
3-4	<ul style="list-style-type: none"> - Provides current documentation to the CTA/Portfolio Leader as significant changes develop or after several nominal changes are made to the documentation and code. - Promulgates fixes as appropriate. 	

Overall Project Management:⁷

OTRR Recommendation and Evaluation:⁸

Remedial Actions:⁹

Lessons Learned:¹⁰

Mandatory Attachments:¹¹

Items	Originator	MS Office- Compatible Electronic Media
OTRR Test Plan (Approved version used for the test event)	Project Principal Investigator	MS Word, RTF or PDF
Presentation materials (viewgraphs) ¹²	Project Principal Investigator, and CTA/Portfolio Leader	MS PowerPoint
User comments and critiques (if available)	Project Principal Investigator, and CTA/Portfolio Leader	MS Word, RTF or PDF
User and installation manuals and other pertinent <i>technical</i> documentation	Project Principal Investigator	MS Word, RTF or PDF
Examples of representative code front-end(s), input and output, validation scripts, etc.	Project Principal Investigator	RTF or PDF
Other project <i>management</i> plans (if applicable)	Project Principal Investigator	MS Word, RTF or PDF

⁷ Provide an overall appraisal of the Project Principal Investigator's performance and whether or not you would recommend him/her for future project leadership.

⁸ Provide a synopsis of your evaluation of the project at this stage of development and your recommendation of the project's OTRR. Specifically state whether you think the project passed the milestone and is ready for use by a wider community. If your recommendation is suspended pending the resolution of critical items (to be described below), so state.

⁹ Identify and provide mitigation strategies for all unmet CTPs and open shortfalls. List all remedial actions you think are necessary.

¹⁰ Provide any lessons learned for project leads, your oversight, and the SAS PM's consideration.

¹¹ Provide all attachments listed in the table in electronic format compatible with the MS Office Suite.

¹² Refer to OTRR Formal Review Guidance for details on the content of the presentation materials.